

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve assisting in the management of department operations, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Fire Captains respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, oversee the maintenance and operation of equipment, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises or personally responds to fire alarms from dispatcher, records pertinent data, supervises driving of fire apparatus and assists with the positioning of such at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Assists with the size-up of an emergency scene. Participates and supervises subordinate employees in fighting fire, handling hazardous materials, searching for and rescuing persons in life threatening situations, salvage and overhaul, and emergency medical services. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information at the emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Identifies hazardous materials and assists with handling emergencies involving hazardous incidents. Serves as fire safety officer at the scene of an emergency until relieved of command.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects homes, businesses, and schools for fire hazards and unsafe conditions or practices. Reports fire hazards or safety violations to the appropriate authority. Assists arson investigation personnel in

the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Assists in the management of department operations on one shift, as well as fire personnel and equipment management. Investigates all accidents involving department personnel and equipment, and complaints against personnel as directed by superior officers. Recommends procedures or actions in response to such accidents or complaints. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Participates in the research and planning for programs and activities of the department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in the department policies and procedures are needed. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Assists in the supervision of fire department personnel by inspecting the appearance of assigned equipment and subordinate personnel and reviewing reports written by subordinates. Provides assistance to subordinates in technical areas of work and informal or on-the-job training for new employees. Participates in a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts drills and evolutions as well as provides training in the classroom.

Completes assigned forms, records, or reports required, such as maintenance reports, incident reports, preliminary investigation reports, and NFIRS reports. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required.

Conducts tests or directs the testing of fire department apparatus and equipment. Supervises and performs inspections on fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.